



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-50**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Vehicle Operations Craftsman	AFSC: 2T171	OPEN DATE: 1 MARCH 2013	CLOSE DATE: 30 MARCH 2013
UNIT OF ACTIVITY/DUTY LOCATION: 176th Logistics Readiness Squadron, Joint Base Elmendorf Richardson, AK		GRADE REQUIREMENT: Minimum: E5 Maximum: E6	
SELECTING SUPERVISOR: SMSgt Johnson	VACANCY: 0271847	PHYSICAL PROFILE: PULHES – 333123	

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)

Area 2 Alaska Air National Guard Members (**MUST HOLD ADVERTISED AFSC**)

Area 3 Nationwide (Military members eligible for membership in to the AKANG and **MUST HOLD ADVERTISED AFSC**)

****All applicants MUST meet the grade requirement and physical/medical requirements outlined****

MAJOR DUTIES MAY INCLUDE

- Perform the Air Force organic ground transportation capability for passengers and cargo using a multitude of vehicles in direct support of mission requirements. Perform motor vehicle preventative maintenance checks and services
- Plan organizes, and directs vehicle transportation to support operational missions
- Operate, cleans, services and performs preventative maintenance on government motor vehicles
- Prepare, review, and maintain vehicle operator forms, records, and reports
- Conduct pre- and post-operation vehicle inspections and documents results
- Conduct dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements
- Designate and coordinate shuttle bus and mass transportation requirements
- Develops taxi zones or stands. Maintain records and logs
- Control and safeguard trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons
- Serve as unit control center and initiates quick reaction checklists, operations plans, and personnel recalls
- Coordinate and schedule documented cargo movement
- Use automated and non-automated tracking processes for cargo accountability and maintains applicable forms
- Review records and logs to ensure proper turn in of accountable documents
- Provide transportation services for distinguished visitors and special events
- Plans and coordinates special arrangements with protocol functions. Display appropriate customs and courtesies
- Administer installation driver qualification and licensing program
- Serve as liaison with state, local and host nation authority on licensing matters; ensure compliance by base agencies
- Initiate vehicle trainer background checks. Coordinate and maintain vehicle plans and instruction
- Document and track reported cases of vehicle misuse
- Review contingency, mobility, and natural disaster plans to determine support requirements
- Establish sub motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations
- Operate vehicles while in mission oriented protective postures
- Review mission capability statement to determine training and equipment requirements for deployments
- Conduct night operations to include operating vehicles in blackout conditions with night vision goggles and global positioning systems
- Determine and implement personal and collective security measures for convoy and in-garrison operations
- Develop and implements tactics, techniques and procedures commensurate with combat operational requirements
- Identify and establishes required bare-base vehicle operations activities
- Conduct operations under communications blackout conditions
- Support personal details. Manage work centers. Establish work methods and performance standards
- Develop operating and administrative procedures
- Develop cost center resource requirement estimates. Comply operating costs and maintain expense records. Prepare and defends budget
- Conduct self-inspections. Investigate accidents or incidents within functional areas
- Coordinate manning requirements with manpower personnel
- Evaluate services provided by vehicle operations. Negotiates support agreements
- Advise commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel
- Monitor and coordinates on military construction projects. Establish a local permissible operating distance
- Make official use of government vehicle determinations
- Evaluate and approves special requests. Reviews, interprets, and validates records, directives, and documents
- Perform as quality assurance evaluator and functional area chief. Develop and monitors contract transportation services
- Coordinate with base contracting
- Perform additional duties as assigned

SPECIAL REQUIREMENTS: Work performed on hard surfaces, requiring employee to stand, stoop, bend and work in tiring uncomfortable positions. Frequently lift and carry items that weigh up to 70 pounds.

****See page 2 Initial Eligibility Criteria, Preferred Qualification and All Required Documents for Considerations****

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – MECHANICAL – 40
- STRENGTH APTITUDE - Demonstrated by weight lift of 50 LBS
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*
- Must maintain eligibility to deploy and mobilize worldwide

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: vehicle operation, official use of government vehicles and equipment; dispatch operations, driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services
- Experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, administering driver qualification and licensing program, developing cost center resource estimates, or investigating accidents or incidents
- Qualified to operate straight-in-line trucks which typically have an approximate gross vehicle weight (GVW) of more than 32,000 pounds and/or truck tractors with semitrailers of full trailers to transport personnel or pick up and deliver supplies, material or equipment
- Qualified to couple and uncouple truck tractor and semitrailer or truck and trailer, and connect/disconnect air brakes and electrical lines
- Ability to maneuver vehicles within close tolerances when driving and backing over uneven ground, in narrow or congested areas, between buildings and other vehicles, between parked aircraft and when positioning vehicles at loading docks
- Experience operating vehicles on interstate highways, winding roads, and steep grades. Ability to manipulate the dual braking system to prevent the tractor-trailer from jackknifing
- Qualified to operate 44 passenger bus, all general purpose vehicles and electric, gasoline or diesel forklift trucks with a lifting capacity up to 10,000 pounds
- Experience performing warehouse work to include issuing, receiving and inventorying equipment, supplies and materials; loading and unloading of trucks; storing and pulling warehouse stock

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-10 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.